The Board of Trustees of the Sangamon Mass Transit District met in a regular session on January 26, 2026, in the Training Room of the Sangamon Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting called to order at 4:39 PM by Brian Brewer, Chairperson.

I. ROLL CALL

Present:

Brian Brewer	Chairperson
Sue Davsko	Vice Chairperson
Leslie McCarthy	Secretary
Sandra Douglas	Trustee
Charlie Stratton	Trustee

Absent:

Karen Hasara	Treasurer
Jerry Doss	Trustee

II. APPROVAL OF MINUTES

Trustee McCarthy made a motion to approve the minutes of December 15, 2025, regular meeting of the Board of Trustees, and Trustee Davsko seconded. The motion passed unanimously.

III. DIRECTORS REPORTS

Managing Director Steve Schoeffel commended staff for putting in extra hours of service due to winter inclement weather recently. Workforce training continues for leadership staff which is facilitated through Lincoln Land and that training may be offered to additional staff in the future. Setting up mental health de-escalation training for staff will also be on the horizon. Upcoming holidays are February 12th (Lincoln's Birthday) and February 17th (President's Day) Those are service holidays and the buses will still be in service but administrative offices are closed.

Director of Finance and Administration, Michelle Alexander, shared that interviews for the job vacancy for the Controller position have been completed. We have a candidate in mind, with a start date in February. Also, the Finance department has been working on end-of-year tax reporting. During CY2025, there was an update related to deductions for overtime, so we worked towards enacting those changes.

Director of Operations, Melissa Ashford, shared that Operations is checking and verifying ridership reports and numbers for November and December and that other operational items are covered later in the agenda today.

IV. REPORTS

A. Approval of November 2025 Financial Statements and Cash Disbursements

Trustee Douglas made a motion to approve the November 2025 Financial Statements and Accounts Payable Disbursements, seconded by Trustee McCarthy and the motion passed unanimously.

B. Board Committee Reports

Finance: Did not meet, continuing to work on financial Policy Changes

Operations: No report

Administration: No Report

IT Steering: Trustee Stratton advised the committee met recently to discuss server issues and security issues with the Sangamon County IT Department.

Planning Commission Report: Jason Sass could not be at the meeting in person but provided written updates on various planning commission projects. He advised that safety action plan work continues, work continues with Sangamon County grants coordinator for the small grant programs, and planning of FY27 work program is underway as well. The next Virtual Meeting is February 9th.

SMTD ADA Advisory Committee Report: No report

V. NEW BUSINESS:

A. Server and Storage Update

Grants and Procurement Manager Hadley Markiewicz presented the quote from LRS for the replacement of Serers and Storage. It was the lowest apparent quote at $84,300 for all equipment as specified in the Request for Quotes and the quote was determined to be fair and reasonable.

Trustee McCarthy made a motion to authorize the Managing Director to execute the contract for Server and Storage Updates with LRS. Trustee Davsko seconded the motion. Passed unanimously.

B. Review and Update to SMTD Financial Policy for Transit Grant Management

Director of Finance and Administration, Michelle Alexander presented the revision to the policy. It addresses raising the capitalization threshold on fixed assets and SMTD is requesting to apply this update retroactively to July 1, 2025, so that the change is not being made in the middle of the fiscal year.

Trustee Douglas made a motion to adopt the SMTD Financial Policy for Transit Grant Management as presented to the board on January 26, 2026. Trustee Davsko seconded the motion, and it passed unanimously.

C. Consider Delegation of IMRF Authorized Agent

Director of Finance and Administration, Michelle Alexander advised that IMRF requires an authorized Agent to be appointed that must possess knowledge of IMRF practices and policies to effectively administer SMTD's role and recommends Sephanie Riddley, HR manager, to be appointed the IMRF Authorized Agent.

Trustee McCarthy made a motion to appoint HR Manager, Stephanie Riddley, as the IMRF authorized agent. Trustee Davsko seconded the motion, and it passed unanimously.

D. Review and Update to Paratransit Service Rules.

Director of Operations, Melissa Ashford, presented the Paratransit Service Rules. She advised that since 2012, paratransit ridership has increased significantly. Within the year 2026, SMTD is projected to have over six figures of riders using our SMTD paratransit service. These paratransit updates address necessary changes to accommodate increased ridership and continue to provide pre-scheduled trips for our ridership. The major change will see all passengers required to schedule rides through customer service during regular administrative hours only. This will allow SMTD to evaluate demand for the next day by 5pm and schedule additional staff if necessary to ensure that rides are on time and scheduling remains smooth with the increased demand.

Chairmen Brewer asked about the timeframe for implementation and Director of Operations, Ashford reported we are shooting for a March date, but it may be April as we will take necessary time to implement and test the changes.

Trustee Stratton advised how SMTD will inform ridership, and Ashford advised that the staff will be notified, a mailing will go out to ridership, as well as notifications on the SMTD phone system and website. We will also rely on paratransit operators to communicate with ridership daily on their route about the reservation changes.

Trustee Douglas asked about the SMTD app and if the paratransit reservations would cut off at 5pm. Director of Operations Ashford advised that paratransit reservations can be made until 5pm to schedule a ride for the following day and that in the future we would try to integrate the paratransit reservations in the app as it currently allows scheduling rides up to 16 hours in advance.

Trustee McCarthy made a motion to approve the changes to the SMTD Paratransit Service Rules as presented by the Board of Trustees on January 26, 2026. Trustee Douglas seconded the motion, and it passed unanimously.

E. SMTD Year In Review

Managing Director Schoefel advised that this is the second year that SMTD has produced the Year in Review document. The intent is for this presentation to occur in January of each year. SMTD has made more copies available. The document lists accomplishments from 2025, a few challenges, and what to look forward to in 2026.

No Motion required and no board action is necessary

VI. PUBLIC COMMENT

None

VII. ADJOURNMENT TO CLOSED MEETING

Seeing no further business to come before the board, Trustee Davsko made a motion to close the open meeting and open a closed meeting for the purpose of discussing 5 ILCS 120/2(c) (1) Settlement of claims (2) Personnel Matters (3) Property and (4) Closed meeting minutes , seconded by Trustee McCarthy. The open meeting closed at 5:12pm and was re-opened at 5:27pm. Roll call for the re-opened meeting is included:

VIII. ROLL CALLFOR REOPENED MEETING

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

IX. ADDITIONAL NEW BUSINESS

A. Settlement of Claims

Based on detailed discussions held during two closed sessions, Trustee Davsko made a motion that the board vote to approve a settlement to resolve the pending Sangamon County case entitled Jack Humphrey v. Sangamon Mass Transit District no. 2024-L-000100. Trustee McCarthy seconded. The motion **passed unanimously on roll call vote.**

X. PUBLIC COMMENT

None

XI. ADJOURNMENT

Seeing no further business coming before the Board, Trustee McCarthy made a motion to adjourn the open meeting, seconded by Trustee Davsko the meeting adjourned at 5:30PM.

Approved:

Brian Brewer, Chairperson

Karen Hasara, Treasurer