

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on September 22, 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 4:30 PM by Brian Brewer, Chairperson.

**I. ROLL CALL** Present:

|                  |                  |
|------------------|------------------|
| Brian Brewer     | Chairperson      |
| Karen Hasara     | Treasurer        |
| Jerry Doss       | Trustee          |
| Sue Davsko       | Vice Chairperson |
| Charlie Stratton | Trustee          |
| Leslie McCarthy  | Secretary        |

Absent:

|                |         |
|----------------|---------|
| Sandra Douglas | Trustee |
|----------------|---------|

**II. APPROVAL OF MINUTES**

Trustee McCarthy made a motion to approve the minutes of August 25, 2025, regular meeting of the Board of Trustees, and Trustee Davsko seconded. The motion passed unanimously.

**III. DIRECTORS REPORTS**

Managing Director Steve Schoeffel explained that Transfer Center punch list items are nearly all completed. Hanson is working with officials on a groundbreaking event, and dates are still TBD. Progress is being made for property acquisition at desired location around junction circle for secondary hub. Leadership staff will begin essential workshop skills in leadership training in October. Finally, SMTD continues to work with memorial health professionals to organize mental health training in the future.

Director of Finance and Administration, Michelle Alexander, shared that SMTD received a new non-revenue support vehicle, hosted a class of 25 people for a 2-day onsite NTD training. Finance continues to work closely with the Sangamon County information services to establish a cyber security policy in case of an emergency. We did host onsite the auditors for the final audit for FY25 and next week staff will attend the annual IPTA conference in Champaign.

Director of Operations Melissa Ashford shared that we are gearing up for Halloween season to provide shuttle service to the Zhoulie Ghoulie event on October 26 at the Henson Robinson Zoo. We are also starting to schedule events for our holiday bus "Holly". We are also preparing for some scheduling and changes to some night service routes.

**IV. REPORTS**

**A. Approval of July 2025 Financial Statements and Cash Disbursements**

Trustee Doss made a motion to approve the July 2025 Financial Statements and Accounts Payable Disbursements, seconded by Trustee McCarthy 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:** Shannan Karrick - Senior Transportation Manager and current acting director provided updates on a few planning commission projects as Jason Sass was not able to make the meeting today. She advised that work continues on the comprehensive safety plan. The West loop/ South Loop growth project continues looking at future developments and growth. Another advantage will be ability for a lead agency, such as SMTD, to be able to submit projects online and be able to constantly track progress and feedback.

**SMTD ADA Advisory Committee Report:** No Report.

**V. NEW BUSINESS:****A. Consider Rates for CY26 Blue Cross Blue Shield (BCBS) Proposal for SMTD Retirees**

Joseph Ludtke of Troxell presented the solution for our SMTD retiree Medicare product in which 68-70 retirees will be affected. SMTD offers a Medicare supplemental plan and PDP Plan for eligible retirees and their dependents. For full-time employees hired before August 1, 2012, healthcare benefits are offered, and premium payments are deducted through the monthly IMRF pension system. SMTD currently offers a plan through Health Alliance for Medicare supplement plans F and G, and the PDP plan through BCBS. Health Alliance will no longer offer Medicare supplemental plans effective 12/31/2025. SMTD worked with Troxell, SMTD's contracted third-party administrator since 2016, to secure a comparable quote through Blue Cross Blue Shield (BCBS) of Illinois to offer coverage starting January 1, 2026. BCBS presented three options, and SMTD has selected option one, which is the most expensive plan and the one most similar to the current plan offered. Option #1 costs \$584.25 monthly premium for Medicare Advantage with Prescription Drug Plan (PDP), dental, vision, and hearing. This rate proposal includes a \$10 per member per month commission, which is a 1.71% of the premium.

Trustee Hasara asked about pricing information and Joseph Ludtke advised it is estimated to be around \$580 a month, and director of Operations Melissa Ashford explained that retiree portion of premium depends on YOS, Date of retirement and other factors and the district covers a portion. Managing Director Steve Schoeffel advised also that after reviewing all the options we did choose the most expensive, but it will provide the best coverage for our retirees.

Rusty Reed, SMTD Legal Counselor, advised that it would be wise to begin educating employees on cost increase and the insurance premiums going up as a whole in the marketplace.

Trustee McCarthy made a motion to execute all necessary contractual documents as processed for the BCBS Medicare Supplement and PDP Plan for calendar year 2026 and Trustee Hasara seconded the motion. Passed unanimously.

**B. Authorize Contract Award to New Flyer**

Grants and Procurement Manager, Hadley Markiewicz, presented the New Flyer Contract. The request has been submitted to WA DES for the authorization of eleven (11) 35' heavy-duty CNG transit buses from New Flyer using the price proposal and floor plans provided by New Flyer. The contract pricing established during WA's competitive bid process and the terms and conditions shall apply for this purchase. The contract term is from 4/1/2023-3/31/2024 with two optional 1-year extensions. The maximum contract term expires on 3/31/2026. The cost per CNG bus is \$759,951 with the total for eleven (11) CNG buses being \$8,359,461. A 25% contingency is being built into the not-to-exceed price of \$10,449,326 to account for change orders and potential tariffs. SMTD intends on using IL-2022-003 for \$1,618,768 of the purchase with the remainder being funded by FTA's FY 2024 5339 Low or No Emission Competitive Grant Funding with the local match provided by IDOT's Transportation Development Credits (TDCs).

Trustee Doss made a motion to award the contract to New Flyer for the purchase of eleven (11) 35' heavy-duty CNG transit buses as specified in the WA DES Master Contract #06719. Trustee McCarthy seconded the motion, and it passed unanimously on a **ROLL CALL VOTE**.

**C. Authorize Award of contract to LRS for Website Redevelopment**

Grants and Procurement Manager Hadley Markiewicz presented that SMTD released a Request for Proposals (RFP) for website redevelopment on June 12, 2025. The intent of the website redevelopment is to modernize the visual design and functionality of the website as it has remained largely unchanged since its creation around 2016. The technical specifications in the RFP addressed responsive design, security, accessibility, and features to improve the ridership experience as well as an intuitive content management system and an improved analytics dashboard. Over 40 proposals were received for this project. An initial review for responsiveness and responsibility identified 28 proposals as acceptable with an additional review for adherence to technical specifications identifying 10 proposals that met all basic requirements. An evaluation committee reviewed the 10 technical proposals using a form provided for consistency. The scores from the technical review were then used to identify a competitive range. The 3 proposals within the competitive range were invited to interview with the evaluation committee. Scores from the technical proposals and interviews were then combined with the scores from the price proposals. With the highest score overall, LRS has been identified as the best value proposal and is recommended for award of this contract. The pricing structure for this contract is twofold: development of the website and annual costs for hosting and support. LRS' proposal stated \$73,650 for the development of

the website and an annual cost of \$4,420 for hosting, domain registration, and recovery services. The contract is for a firmly fixed price for a term of three years with 2 optional 1-year extensions. The total for the contract is \$96,910.

Trustee Hasara made a motion to authorize award of contract to LRS for the website redesign for a contract total of \$96,910. Trustee Doss seconded the motion, and it passed unanimously

**D. Review and Update to SMTD Procurement Policy**

Director of Finance Michelle Alexander presented the revisions to the procurement policy that were largely related to the procurement finding during the 2025 Triennial Review. . SMTD has amended the current policy that was presented in May 2025 to add to page 27, "The FTA Master Agreement and 2 CFR Part 200 are to be reviewed annually, and the clause checklist updated as needed to confirm the inclusion of all FTA-required third-party contract clauses. SMTD shall utilize the National Rural Transit Assistance Program's Procurement Pro, available at <https://www.nationalrtap.org/Technology-Tools/ProcurementPRO> as an additional layer of review to ensure all relevant contract provisions are included in any contract utilizing federal funding." SMTD also updated federal micro-purchase levels from \$10,000 to \$15,000 and the Simplified Acquisition Threshold from \$250,000 to \$350,000 effective October 1, 2025.

Trustee McCarthy made a motion to adopt the SMTD Procurement Policy, as presented. Trustee Hasara seconded the motion, and it passed unanimously

**E. 2025 SMTD Five Year Plan Update**

Managing Director Steve Schoeffel explained that although this is a five-year plan, SMTD staff review and update the plan annually. Staff anticipate next year's plan, which we will begin working on later this year, being completed closer to the Spring timeframe in 2026. He also reported the progress that has been made since original plan is that 111 items were in the plan 91 were completed and that the plan has worked really well for SMTD. All projects are subject to grant funding and/or annual budget constraints. Large projects always come before the Board individually for approval, and smaller projects are subject to regular budgetary processes.

Trustee McCarthy made a motion to accept the 2025 SMTD Five Year Plan. Trustee Stratton seconded and the motion passed

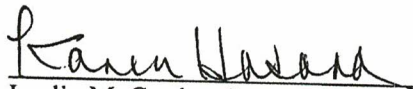
**VI. PUBLIC COMMENT**  
NONE.

**VII. ADJOURNMENT TO CLOSE MEETING**

Seeing no further business coming before the Board, Trustee McCarthy made a motion to adjourn the open meeting, seconded by Trustee Hasara. The meeting adjourned at 5:08 PM.

Approved:

  
Brian Brewer, Chairperson

  
Leslie McCarthy, Secretary