

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on January 27, 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 4:29 PM by Brian Brewer, Chairperson.

I. ROLL CALL Present:

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

II. APPROVAL OF MINUTES

Trustee McCarthy made a motion to approve the minutes of December 16, 2024, regular meeting of the Board of Trustees, it was 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 “soft” opened the waiting area of the transfer center and everything went smoothly. The construction company and Hanson are working through a short punch list.

Managing Director Steve Schoeffel spoke to Greyhound last week, they are looking to increase the number of buses coming to Springfield. We are in contact with them and a link to display their scheduling digitally was provided so that information could be provided on digital displays at the transfer center in the future.

SMTD is exploring incorporating new training into Driver training and customer service training on topics surrounding Mental Health and Substance Abuse issues. Administration is currently researching training companies that can provide curriculum on these topics.

Finally, the SMTD admin offices will be closed on February 12th for Lincoln's Birthday and February 17th for President's Day. SMTD buses will be operating but the offices will be closed.

Director of Finance and Administration Michelle Alexander shared that the Finance team listened to a webinar by APTA regarding the Inflation Reduction Act where investment tax credits were discussed. SMTD could qualify for these tax credits on the future solar panel project.

Another tax credit program that SMTD has been a part of in the past was the alternative fuel tax credit program and that program ended as of December 31, 2024.

The Finance team is preparing for SMTD's Triennial Review. There are upcoming calls and an in-person workshop in Chicago in March that 7 team members will be attending. The class will help us prepare for this in-depth review.

Trustee Doss asked a question regarding DBE and if it will change with the new executive orders. Director of Finance Michelle Alexander advised that while there are some changes coming in, nothing directly related to new administration has been released. .

Director of Operations Melissa Ashford advised NTD reporting has been completed and submitted. Operations is working to keep head count up and get customer service ready to transition to be at the transfer center. Operations is also heavily involved with prepping and documenting information for Triennial Review.

IV. REPORTS

A. Approval of November 2024 Financial Statements and Cash Disbursements

Trustee McCarthy made a motion to approve the November 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: No Report

IT Steering: Trustee Douglas reported that she and Trustee Stratton attended the county meeting and are also working with staff and the County IT department cooperatively.

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,

SMTD ADA Advisory Committee Report: No Report

V. NEW BUSINESS:**A. Review and Update to SMTD DBE Program**

Grants and Procurement Manager Hadley Markiewicz explained that the DBE program is reviewed every 3 years and DOT is streamlining the DBE program and the tier system for FTA grant recipients SMTD is Tier 1.

A recent change to the Federal guidance on Disadvantage Business Enterprise (DBE) program requires all Tier 1 agencies to submit an updated DBE program to the Federal Transit Administration (FTA) by March 1, 2025. SMTD has reviewed the changes made to 49 CFR Part 26 and made appropriate adjustments to the DBE Program.

Trustee Davsko made a motion to adopt the SMTD DBE program presented to the board of trustees January 27, 2025. Trustee Hasara Seconded the motion. The motion passed unanimously

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

Director of Finance Michelle Alexander advised that FTA released a new circular effective November 1st. SMTD periodically reviews the SMTD Financial Policy for Transit Grant Management to maintain a written standard of conduct to reflect applicable state, local and federal laws for those involved with administration of grant actions. SMTD is required to have written policies and procedures to ensure compliance with the standards and requirements identified by governing entities for the efficient and effective administration of a federal or state grant award through the application of sound management practices. The last update to this policy was board approved in December 2023.

Trustee Stratton made a motion to adopt the SMTD Financial Policy for Transit grant management as presented to the board January 27, 2025. Trustee Douglas Seconded the motion. The motion passed unanimously.

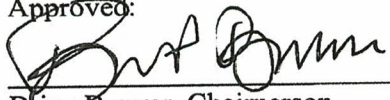
VI. PUBLIC COMMENT

NONE

VII. ADJOURNMENT

Seeing no further business to come before the Board, Trustee McCarthy made a motion to adjourn the meeting, seconded by Trustee Davsko. The meeting adjourned at 4:55 PM.

Approved:


Brian Brewer, Chairperson


Leslie McCarthy, Secretary