

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on March 25, 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
Sue Davsko	Vice Chairperson
Leslie McCarthy	Board Secretary
Karen Hasara	Treasurer
Wynne Coplea	Trustee
Jerry Doss	Trustee
Sandra Douglas	Trustee

II. APPROVAL OF MINUTES

Trustee McCarthy made a motion to approve the minutes of the February 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 construction progress of the transfer center. He reported that the operators' break area and restrooms are nearing completion, awaiting testing of sprinkler system, hopefully will be able to move in within a week. He noted the public area is scheduled for completion in May or June. Planning is underway for a preview of Transfer Center for the board and staff prior to opening to the public. He also shared work continues at the South Storage/ paint and body shop. Completion is expected late spring or early summer.

Schoeffel introduced new HR Manager Stephanie Riddley and welcomed her to SMTD.

He mentioned we are in the process of replacing the phone system working through Sangamon County IT and their vendor.

Schoeffel recognized David Munroe from the ADA committee and Siobhan Webster the new President of ATU 1249.

Chairman Brewer welcomed Stephanie Riddley and acknowledged David Munroe and Siobahn Webster.

Director of Finance and Administration Michelle Alexander shared that the finance department has been assisting with health care open enrollment. She explained the grant approved by the board at the last meeting has been executed for operating assistance and capital projects. She shared the Finance department attended RTAC conference and her team had a refresher of the administrative deadlines. Alexander shared there was a meeting with Fleetnet regarding the new cloud-based system. The new system is scheduled to "Go Live" May 14, 2024 and the conversion will take two months.

Alexander mentioned work has begun on an RFP through the procurement department for On-board video surveillance system that uses automatic Wi-Fi downloading. She noted the system will be funded with a federal grant.

Director of Operations Melissa Ashford shared this technology has the capabilities to observe our vehicles in real time. This will also assist law enforcement when requests are made for tapes. The current taping system can be delayed 24-48 hours, and issues have occurred with tapes not recording. This would no longer happen with the new system.

Ashford explained there is a new business phone system being installed because the current phone system was not capable of supporting continuous dial, which led to calls being dropped or going to voicemail.

She noted a review of adjustments to Routes 6 and 9 to better serve Helping Hands riders, also looking at potential changes to night service. These updates will benefit ridership. She reported ridership of Fixed Route and ACCESS Paratransit continue to grow.

Ashford shared that on April 22 Lilly Labor Law will be making a presentation to management about current labor law changes and coexisting with unions.

IV. REPORTS

A. Approval of January Financial Statements and Cash Disbursements

Trustee Davsko made a motion to approve the January 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.

Managing Director Schoeffel explained the administration be meeting with committees to provide updates.

- C. Planning Commission Report:** Jason Sass of the Planning Commission reported the Active Transportation Plan Committee had entered contract negotiations with Crawford, Murphy, and Tilly to be the consultant for the Active Transportation Plan. He shared Curb Your Car Active Transportation Week will be May 12-18 this year.

Managing Director Schoeffel noted an agenda item for Curb Your Car will be added for April.

- D. SMTD ADA Advisory Committee Report:** David Munroe reported the committee met on March 21, 2024. During the meeting fare payment options were discussed frustrations as well with the phone system. He also noted the committee is looking for new members.

Managing Director Schoeffel asked Director Ashford if ACCESS might have some suggestions for members, she also suggested posting something on the website.

V. NEW BUSINESS:

a. Consider Authorizing Execution of FY2025 Downstate Operating Assistance Program (DOAP) Application

Director of Finance and Administration Michelle Alexander SMTD annually applies for the Illinois Department of Transportation's Downstate Operating Assistance program (DOAP). The application and eventual program documents have all been completed and the next steps would be to execute and deliver by the April 1 due date. Then, IDOT will draft a contract for both parties to implement. This resolution affects the Managing Director's ability to execute contract documents when they are presented to SMTD and quickly execute to turn-around for cash flow purposes. For FY2025, SMTD is applying for its full apportionment of \$27,241,500. Additionally, as with last year's application, SMTD included \$2,000,000 budgeted for "Debt Service". This does not mean SMTD will go out and borrow \$2 million. It means items purchased using a debt tool can be reimbursed very quickly if those items are included in the annual application. Spending the cash before being provided with the cash can create a cash-flow problem for an agency. While SMTD can request operating cash on an advance basis, that mechanism isn't available for larger, more complex *capital* purchases. SMTD is currently using Debt Service for the South Storage project. SMTD has received State Concurrence to use Debt Service as a funding source for this project. SMTD uses a federal grant to provide the local match for Debt Service.

Director of Finance Michelle Alexander explained this is the annual application request to the State of Illinois for 65% of annual operating expenses. SMTD applies for the full apportionment of twenty-seven million dollars. Included in the application is information about debt services and line of credit which currently allows us to use operating dollars for capital expenses, i.e. the south storage facility currently under construction.

Trustee Davsko made a motion to authorize the Managing Director to be seconded by Trustee McCarthy to submit the FY 2025 Downstate Operating Assistance Application.

ROLL CALL REQUIRED The motion passed unanimously.

b. Consider adopting the amended Fiscal Year 2024 Corporate Budget as presented.

Assistant Director of Finance, Tim Wenthe is proposing an amendment to the FY24 Budget for two reasons: (1) Within the Illinois Department of Transportation Blackcat Reporting System, the budget aligns with monthly financial reporting. Variances are adjusted by reallocation of funds from one line item to another. With budget adjustment requests for the FY24 Downstate Operating Assistance, SMTD seeks to codify the adopted corporate budget. (2) SMTD has various capital awards in place from both the State of Illinois and the Federal Transportation Administration. SMTD has earned reimbursements which are used to recognize revenue to cover capital costs. For the first purpose of reallocating funds within the budget, the result of moving money from line items to other lines resulted in a net zero change from the adopted FY24 Operating Budget of \$24,441,240. The ordinance presented has a line-by-line change, such as *Personnel lines*, which include wages, insurance, and pensions required an increase of \$300,000 for use in other lines. *Commercial insurance lines* required a \$50,000 reduction for use in other lines. *Repair, Commodity, and Miscellaneous expenses* were lowered by \$250,000. State Operating Assistance revenues were adjusted to align more closely with expectations. In addressing Capital funding, the Capital budgeted amount remains the same, at this time, to capture project costs. The total FY24 Operating Budget, as amended, remains at \$24,441,240 and the FY24 Capital Budget is unchanged at \$6,665,617. Thus, the total FY24 Corporate Budget remains \$31,106,857 combining Operating & Capital Budgets.

Assistant Director Tim Wenthe explained the process for amending Fiscal Year 2024 Corporate Budget.CC

Trustee Coplea made a motion to approve the FY24 Corporate Budget as amended approve the FY24 Corporate Budget as amended, seconded by Trustee Davsko.

The motion passed unanimously.

Assistant Finance Director Wenthe indicated the FY 2025 Operating and Capital Budget will be presented at the next meeting.

c. Consider Authorizing Resolution for Section 5339 FY 2024 Competitive Funding Opportunity: Grants for Low or No Emission and Grants for Buses and Bus Facilities Program.

Director of Finance and Administration Alexander explained that the Federal public transportation law (49 U.S.C. 5339(b) and 49 U.S.C. 5339(c)) authorizes FTA to award grants for the Grants for Low or No Emissions Grant Program and the Grants for Buses and Bus Facilities Program through a competitive process. Grants under this program are for capital projects to replace, rehabilitate, purchase, or lease buses and related equipment, or to rehabilitate, purchase, construct, or lease bus-related facilities. Section 5339 resources are competitive grants, which SMTD typically seeks annually to supplement traditional, annual 5307 grant funding. SMTD has requested 5339 (c) or 5339(b) funds to replace five (5) 2013 30' low-floor, heavy-duty diesel buses, with five (5) 35' low-floor, heavy-duty diesel-hybrid buses, replace seven (7) 2013 35' low-floor, heavy-duty CNG buses with seven (7) like kind buses, and replace seven (7) 2014 35' low-floor, heavy-duty diesel buses with seven (7) 35' low-floor, heavy-duty diesel-hybrid buses, which requests an award of either \$17,807,630 through the Low or No Emission grant opportunity for funding to purchase replacement buses and address workforce development, or the request of \$17,591,630 for the Buses and Bus Facility Competitive Grant Program. SMTD is submitting the same application for each program, with the only difference involving workforce development and match requirement. The local match for both applications will be provided by TDCs.

As required by federal public transportation law. Low or No Emission Grant Program funds will be awarded competitively for the purchase or lease of low or no emission vehicles that use advanced technologies for transit operations, including related equipment or facilities. Zero-emission projects will include costs for workforce development and training activities. Buses and Bus Facilities Program funds will be awarded competitively to assist in the financing of capital projects to replace, rehabilitate, purchase or lease buses and related equipment and to rehabilitate, purchase, construct, or lease bus-related facilities.

Director Alexander explained the Competitive Funding Grants for Low or No Emission and for Buses and Bus Facilities Program are due April 25, 2024.

The Managing Director Schoeffel inquired if SMTD is eligible to use the Washington State Contract, Alexander explained that was an option.

She also shared when purchasing new vehicles, the FTA will allow progress payments to bus manufactures provided stipulations are met.

Schoeffel further stated this continues replacing CNG's with CNG's and Diesels with Diesel Electric Hybrids continuing low no emissions plan.

Chairman Brewer asked how long Washington State Contract is valid. Alexander shared contract will be good through 2025-2026.

Trustee Coplea inquired about work force development plans. Alexander stated the plans include NTI and onsite training possible for mechanics and operations. She also said the ATU is in support of seeking ways for possible apprenticeships.

Managing Director Schoeffel shared that workforce development is new and details are being developed.

Trustee Coplea would like to explore the possibilities of partnering with Linclonland Community College Workforce Development Program.

Trustee Hasara made a motion to approve an Authorizing Resolution for Federal Fiscal Year (FY) 2024 5339 Competitive Funding Opportunity seconded by Trustee Douglas.

Chairman Brewer recognized and welcomed ATU 1249 President Siobhan Webster.

ROLL CALL REQUIRED The motion passed unanimously.

VI. PUBLIC COMMENT

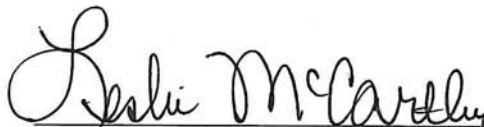
None

VII. ADJOURNMENT

Seeing no further business to come before the Board, Trustee Coplea made a motion to adjourn the meeting, seconded by Trustee Davsko. The meeting adjourned at 5:12 PM.

Approved:


Brian Brewer, Chairperson


Leslie McCarthy, Secretary