The Board of Trustees of the Sangamon Mass Transit District met in a regular session on May 19, 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
Sandra Douglas	Trustee
Sue Davsko	Vice Chairperson

Absent:

Leslie McCarthy	Secretary
Charlie Stratton	Trustee

II. APPROVAL OF MINUTES

Trustee Davsko made a motion to approve the minutes of April 28, 2025, regular meeting of the Board of Trustees, and Trustee Doss seconded. The motion passed unanimously.

III. DIRECTORS REPORTS

Managing Director Steve Schoeffel advised the Board members that SMTD did receive our federal apportionment, and we received the full amount. SMTD will continue to follow up on state apportionment as transit remains a hot topic with legislature lately. Last week we completed Triennial review, they were very complimentary and also gave us areas to improve upon. Melissa, Michelle, and staff did a particularly excellent job putting the documentation together and preparing it so that it went well. SMTD has received credits on our solar power generation at the paint and body shop. The panels offset power that is used from the grid and CWLP issues SMTD credit for it.

Trustee Hasara asked a question on why transit is being emphasized more lately in state legislature, to which Managing Director Schoeffel explained that Chicago is facing a 770-million-dollar hole in the budget, and IPTA and other organizations are monitoring funds while heading toward a possible fiscal cliff.

Chairperson Brewer asked if there had been any updates on the date of ceremony at the transfer center, but Managing director Schoeffel advised there has not been any added information provided by IDOT on that yet.

Director of Finance and Administration, Michelle Alexander, shared that the investment packet is included in the board packet this month. It is annually presented to the board to review, and this month it is in the financials section. Triennial review closeout will be next Thursday, and there is a potential of two findings in the financial section and that it was a good process and good to learn and grow while going through the process of the Triennial review. Last week we did receive four minivans from the Rebuild Illinois program, which was presented to the board previously. It is a state funded project that is replacing two of our current vehicles and expanding our vehicles by 2, they are Chrysler Pacifica vehicles that were purchased from a state contract.

Director of Operations Melissa Ashford is currently dealing with a personnel issue, so Managing Director Steve Schoeffel provided information on the operations report and advised that based on ridership reports, the new night service routes are growing which is good due to the adjustments that were made to those routes by operations. Also, Operations will begin SEIU union contract negotiations to be finalized next month at the Board of Trustees meeting. Negotiations will be underway next week.

Director of Operations, Melissa Ashford, arrived at 4:45PM and added to her report that Triennial exit review is Thursday and we will have four new paratransit vans out on the road soon. Also we did receive new road supervisor vans, and those are in process of being set up as well. Things have been busy as always and Chairperson Brewer advised that we observed ridership is increasing due to the recent route changes. Director of Operations advised SMTD is excited about the changes we are seeing.

IV. REPORTS

A. Approval of March 2025 Financial Statements and Cash Disbursements

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

B. Board Committee Reports

Finance: No Report

Operations: Trustee Davsko reported the committee did meet last week and got caught up on issues. Trustee Douglas advised that they discussed route changes and that they are satisfied with the changes and ridership reflects that as well.

Administration: No Report, Managing Director Steve Schoeffel advised that finance and administration committees will both meet in the next few weeks

IT Steering: Trustee Douglas advised the committee met last week, as technology is always advancing and changing. It was a very productive meeting and SMTD continues to improve.

Planning Commission Report: Jason Sass reported they continue to work on long-term transportation plans and public participation plan out for public review at SMTD and Lincoln Library. Other projects that have started are the downtown market survey, which is in the data collection phase. The "Safe Streets for All" Action Plan is underway to receive federal funds. CMT and Hanson west loop / south growth project is underway as well.

Chairperson Brewer asked for estimated time of completion for the market survey and Jason advised him in August.

SMTD ADA Advisory Committee Report: David Munroe advised that the committee meeting last Thursday. One issue discussed was the inbound bus #8 going past the park towers Development on Allen , and would like to see buses going both ways, not just inbound. Discussions also about the committee going to the Transfer center to view/ try the technology for the visually impaired to receive notification on incoming buses. There were no other issues right now.

V. NEW BUSINESS:

A. Consider Renewal Rate for FY26 Blue Cross Blue Shield (BCBS) Contract

Troxell representative Joseph Ludtke advised of renewal information that SMTD offers health, dental, vision, and life insurance through a fully insured group plan provided by BCBS with administration & compliance assistance provided by Troxell, SMTD's contracted third-party administrator since 2016. The group plan renewal rates have been presented by Troxell call for an overall -3.27% decrease in Medical, with an overall 7.92% increase in dental over the prior year rates with a 12-month quote, starting July 1, 2025. This is the second year of the vision rates, so there is no change for vision. Troxell opted to make changes to medical deductible levels and out of pocket maximums in an effort to decrease the premium rates. Fringe benefits is one of the largest areas of costs for the district, after Salary. Staff recommends the Board accept the BCBS rate renewal offer for fiscal year 2025-2026. Financial Impact: Total health insurance costs projected for fiscal year 2026 are $2.9 million, which includes funding for the District's OPEB Trust. For fiscal year 2026, budgeted plan costs for the year will increase by approximately $23,600. Open enrollment is in June of each calendar year. SMTD also provides related services such as an FSA and an HSA for qualifying plans.

Director of Finance advised that Troxell was instrumental in helping SMTD communicate with Health Alliance when they announced their closing.

Trustee Davsko made a motion to accept BCBS's rate renewal proposal for fiscal year 2026 and Trustee Douglas Seconded the motion. Passed unanimously.

B. Board Meeting Dates for Fiscal Year 2026

Director of Finance, Michelle Alexander presented the new board meeting schedule and advised that per the Illinois Open Meetings Act, SMTD must annually establish a calendar of Board of Trustee meeting dates, times, and locations and make that calendar available to the public.

Trustee Hasara made a motion to approve the Fiscal Year 2026 (July 1, 2025– June 30, 2026) Board of Trustee meetings calendar. Trustee Davsko Seconded the motion . The motion passed unanimously.

C. Authorize Resolution to Execute Line of Credit Application

Director of Finance Michelle Alexander advised that in March 2025, SMTD applied for funding through IDOT's Downstate Operating Assistance Program (DOAP), which is a grant program that allows SMTD to cover eligible operating expenses for FY2026 and FY2027.

The DOAP program, through the Debt Service section of the application, also allows for funding to be used on approved capital projects, which requires the use of a line of credit. SMTD has secured a line of credit through INB Bank for $2,000,000 to use for this project, as well as other projects listed in the application. In addition, to be eligible for a capital project to be funded by Debt Service, SMTD must also request state concurrence. SMTD has previously used Debt Service using a line of credit from INB Bank. The fiscal impact of this action involves requesting reimbursement from IDOT once the eligible expenses have been paid by SMTD. The line of credit has a one-time documentation fee of $2500.00, which can be charged against the LOC, as well as interest expenses. Staff recommend the Board approve the Director of Finance and the Managing Director to fully execute the line of credit application.

Trustee Douglas asked how many vans for paratransit will need to be purchased. Director Alexander advised that it will be 4-6 vans requested. Director Ashford also advised that the number of vehicles that we have we must have a specific spare ratio to remain in service. We are limited on the number of vehicles we can put on the road daily, so we will be keeping everything we have and then ordering new vehicles for expansion. The buses that have aged out will be removed and sent to surplus at that time.

Chairperson Brewer asked about the interest rate if it was on an index or fixed or variable and advised usually on revolving debt it is on an index. Director Alexander advised she will verify and Email chairperson Brewer back this week.

Trustee Doss made a motion to approve Resolution #2025-05 to authorize a debt servicing agreement with a private financial institution on behalf of the district, and Trustee Douglas seconded. Passed on a roll call vote.

D. Review and Update to SMTD Procurement Policy

Director of Finance Michelle Alexander advised that SMTD periodically reviews the SMTD Procurement Policy to maintain a written standard of conduct to reflect applicable state, local and federal laws for those involved with procurement and contract administration actions. SMTD is required to have written policies and procedures to ensure compliance with the standards and requirements identified by governing standards. In addition to the Procurement Policy presented to the Board of Trustees for approval, SMTD also maintains Procurement Procedures Manual that supports in detail the Procurement Policy. As this is a compliance policy, staff recommends adoption.

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

E. Authorize Award of Contract to CTI for Training Room AV Equipment

Grants and procurement manager Hadley Markiewicz advised that in response to virtual meetings during the COVID-19 pandemic, SMTD purchased individual components to build a virtual meeting system. This system was sufficient to get through the pandemic. Now that hybrid meetings are commonplace, SMTD would like to invest in a high quality and comprehensive AV system for the Training Room. The project was estimated to be below the simplified acquisition threshold, so quotes were solicited from appropriate vendors. Four quotes were received with CTI being the apparent low quote. CTI's proposal meets all requirements of the solicitation. Their quote has been determined to be fair and reasonable based on comparison with the other quotes received for this project. The district will use the federal technology grant, IL-2022-013, to cover the costs of hardware and software from CTI for a total price of $67,267.73. Staff recommends the Board of Trustees authorize award of contract to CTI for the purchase of Training Room AV Equipment for a total of $67,267.73.

Managing Director Steve Schoeffel advised that it is a much-needed improvement not only for Board Meetings, but for training courses that occur in these rooms, other organizations' board meetings (such as IPTA) that occur, and for all presentations that occur on site.

Trustee Doss made a motion to award a contract to CTI for the purchase of Training Room AV Equipment for a total of $67,267.73. Trustee Douglas seconded the motion. The motion passed unanimously.

F. Consider Change Order for On-Board Video Surveillance System

Grants and procurement Manager Hadley Markiewicz advised that TSI was awarded the contract for the on-board video surveillance system (OBVSS) in July 2024. Installation is complete for the vehicles included in the solicitation. Since the solicitation was published, additional vehicles have been procured. Change Order 2 adds six paratransit vehicles and 2 road supervisor vehicles to the project. The attached quote includes pricing for all hardware and installation for the additional 8 vehicles. The paratransit systems cost $7,250 per vehicle, and the road supervisor systems cost $5,759 per vehicle. In total, the change order is $54,018. Funding will be provided by a federal grant. Staff recommends the Board of Trustees approve Change Order 2 for the on-board video surveillance system.

Trustee Douglas made a motion to approve Change Order 2 for the on-board video surveillance system. Trustee Davsko seconded the motion. The motion passed unanimously.

G. Authorize Award of Contract to Genfare

Grants and Procurement Manager Hadley Markiewicz advised that the additional six paratransit vehicles need electronic farebox systems installed to be put into service. Genfare was awarded the contract for electronic farebox collection in 2020. The mobile app, ticket vending machines, fare mediums, and more are all a part of the Genfare system. For six of the fareboxes, including shipping and necessary cables, the total comes to $121,200.50. Installation will be performed in-house. Staff recommends the Board of Trustees authorize award of contract to Genfare for six electronic fareboxes.

Trustee Davsko made a motion to authorize the award of contract to Genfare for six electronic fareboxes. Trustee Douglas seconded the motion, The motion passed unanimously.

H. Authorize Contract for Employee Assistance Program through Memorial Health

Grants and procurement manager Hadley Markiewicz advised that SMTD offers voluntary, confidential services to employees who need help managing personal difficulties through Memorial Health. The Employee Assistance Program (EAP) is designed to assist employees with behavioral health, anxiety, depression, substance abuse, stress management, and other concerns that might impact overall mental and physical well-being and, subsequently, workplace performance and attendance. Additionally, Memorial offers counseling in crisis situations through this program. All employees and their dependents are eligible for this program. Since the implementation of Memorial's EAP, there have been twenty intakes for concerns related to depression, communication/conflict resolution, past traumatic events, anxiety, adjustments to change, and general personal issues. Operating funds are used for this service. SMTD only pays for the services that were utilized in the billing month. The rate per session is as follows: 2025 $119.75; 2026 $125.74; and 2027 $132.03. Staff recommends the Board approve the Employee Assistance Program contract through Memorial Health.

Trustee Doss asked if the EAP covers substance abuse solutions and programs, and Grants and Procurement manager advised that they do include that. Trustee Hasara asked if the services are extended to the employees' dependents, and staff answered that the EAP is available to employees and their dependents and if it has always been that way.

Trustee Davsko Make a motion to approve the Employee Assistance Program contract through Memorial Health. And Trustee Hasara seconded, the motion passed unanimously.

VI. PUBLIC COMMENT

NONE .

VII. ADJOURNMENT

Seeing no further business to come before the Board, Trustee Davsko made a motion to adjourn the meeting, seconded by Trustee Douglas. The meeting adjourned at 5:10 PM.

Approved:

Brian Brewer, Chairperson

Leslie McCarthy, Secretary