

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on August 26, 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
Jerry Doss	Trustee
Karen Hasara	Treasurer
Sue Davsko	Vice Chairperson
Charlie Stratton	Trustee

Absent:

Leslie McCarthy	Board Secretary
Sandra Douglas	Trustee

II. APPROVAL OF MINUTES

Trustee Doss made a motion to approve the minutes of the July 22, 2024, regular meeting of the Board of Trustees, seconded by Trustee Davsko. The motion passed unanimously.

III. DIRECTORS REPORTS

Managing Director Steve Schoeffel updated the trustees on operational progress of the transfer center. A punch list of small items is currently being worked on by the contractor. The Paint and Body shop progress moving forward with nearly all work completed, including installation of solar panels, and staff will begin transitioning body work to the new facility soon. SMTD continues to look towards the future as Operations attended a training in Bloomington, IL exploring micro transit as an option for service as early as FY2026. SMTD would use micro transit to fill existing "holes" in service throughout the district due to route design and limits on available vehicles. Two of our long-time employees retired in August. Paratransit operator Mary Collins, and Paratransit Road Supervisor Calvin Shannon. We celebrated them with a potluck last month and the board offered congratulations to these long-time employees on their retirement. SMTD has scheduled Employee Appreciation Day for Friday September 20, 2024, and will be having a cook-out here on the property. SMTD invites all board members to attend from 10am-2pm that day. He also mentioned SMTD was able to earn over \$500,000 on investments in FY2024 due to the high interest rates, which is important to provide local match to state and federal grant funding.

Director of Finance and Administration Michelle Alexander shared that the annual SMTD audit is moving forward. Auditors were on site July 29, and 30th doing preliminary fieldwork and completion of the audit is slated for November. The finance team has also worked with IDOT to close out FY 2011-2013, which means that now all Fiscal years from 2010-2019 are closed. The Finance team created a grant application for 5339 funding that was awarded earlier this Summer. Today SMTD hosted a meeting on-site to provide

active transportation planning for regional planners. The finance team also awarded a contract to TSI for onboard surveillance systems and will have a kickoff meeting for that this week.

Director of Operations Melissa Ashford advised operations has been busy and fixed route operation is almost fully staffed for the first time in 8 years. Operations continues to work on NTD reporting that is due in November. For fixed route SMTD is considering service changes to January run bids and possible night route changes. Also, service changes to run bids and the possibility of adding micro transit to paratransit to increase options for ridership in the future. Ridership has increased from this time last year and is continuing to trend upwards.

IV. REPORTS

A. Approval of June 2024 Financial Statements and Cash Disbursements

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

B. Board Committee Reports:

Finance: No report.

Operations: No Report

Administration: No Report

IT Steering: No Report

- C. Planning Commission Report:** Jason Sass reported they met with The Smith Group, Crawford, Murphy, and Tilly, and a group of community leaders to identify priorities to improve transportation plans. This will create a sounding board for safety, equity, and to increase the accessibility of transit in our community.

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

V. NEW BUSINESS:

A. Review and Update to EEO Policy and Program

SMTD periodically reviews the SMTD EEO program to maintain standard conduct for those involved with employment practices. SMTD is required to have written policies and procedures to ensure compliance identified by governing standards, and to ensure no person is discriminated against under any program, project, or activity receiving Federal financial assistance. The EEO program review is also required as a part of Triennial Review and SMTD will continue to review and update the EEO policy every four years.

Trustee Doss made a motion to approve the Review and Update to EEO Policy and Program, seconded by Trustee Stratton.

The motion passed unanimously.

B. Authorize Award of Contract to Vehicle Service Group, LLC for Mobile Lifts

Grants and Procurement Manager Hadley Markiewicz reported SMTD's request to award a contract to work with Vehicle Service Group, LLC to purchase two sets of mobile column lifts for a total purchase price of \$77,708.51. Funding is provided by the State Capitol Grant. Award is contingent upon State Concurrence.

Trustee Hasara made a motion to Authorize Award of Contract to Vehicle Service Group, LLC, seconded by Trustee Davsko.

The motion passed unanimously.

C. Place the General Tax Levy Ordinance of the Springfield Mass Transit District on Display

Director of Finance and Administration Michelle Alexander proposed we place the General Tax Levy Ordinance of the Springfield Mass Transit District on Display. The proposed levy is 3.4%, CPI is also 3.4%.

Trustee Davsko made a motion to Place the General Tax Levy Ordinance of the Springfield Mass Transit District for Fiscal Year beginning July 1, 2024 and ending June 30, 2025 for public consideration in preparation of the levy adoption at the October 28, 2024 SMTD Board of Trustees meeting, seconded by Trustee Doss.

The motion passed unanimously.

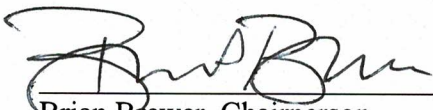
VI. PUBLIC COMMENT

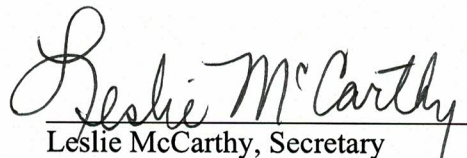
None

VII. ADJOURNMENT

Seeing no further business to come before the Board, Trustee Stratton made a motion to adjourn the meeting, seconded by Trustee Davsko. The meeting adjourned at 4:57 PM.

Approved:


Brian Brewer, Chairperson


Leslie McCarthy, Secretary