

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on December 15, 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 4:33 PM by Brian Brewer, Chairperson.

- I. ROLL CALL**
- Present:
- | | |
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| Brian Brewer | Chairperson |
| Sue Davsko | Vice Chairperson |
| Karen Hasara | Treasurer |
| Jerry Doss | Trustee |
| Charlie Stratton | Trustee |
| Sandra Douglas | Trustee |
- Absent:
- | | |
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| Leslie McCarthy | Secretary |
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II. APPROVAL OF MINUTES

Trustee Davsko made a motion to approve the minutes of November 24, 2025, regular meeting of the Board of Trustees, and Trustee Hasara seconded. The motion passed unanimously.

III. DIRECTORS REPORTS

Managing Director Steve Schoeffel explained recent changes and cancellation of service due to winter inclement weather has occurred a few times over the last month. The decisions were made to ensure employees and customers stay safe. Managing Director Steve Schoeffel thanked Road Supervisors, Dispatch, Operations and Maintenance/ Building and Grounds team for doing an excellent job in working with the changes in service due to weather. Leadership and Directors' retreats happened this month and were productive meetings with time for planning for the upcoming year. Managing Director Steve Schoeffel also advised that the SMTD lighted holiday bus Holly is still operating on a full schedule of holiday appearances, the last appearance will be this Saturday December 20th at Light up the Park in Chatham. Lastly, Managing Director Steve Schoeffel gave a reminder of upcoming Holiday hours for SMTD. No Service on Christmas Day or New Years Eve Day, and administrative offices close after 12 noon on Christmas Eve and New Years Eve.

Director of Finance and Administration, Michelle Alexander, shared that the Finance team still has a vacancy that has not been filled and recruiting and interviewing to fill that position is ongoing. Other procurement projects underway include East Yard Bid Process underway, Server Maintenance and Switch Replacement project ongoing, SMTD Website re-design has been awarded and developed, pre-production meetings with New Flyer for new buses have been completed, and the TSI project for onboard video surveillance has been finalized.

Chairperson Brewer asked for an estimated time of arrival/completion for SMTD Website re-design. Director of Finance Michelle Alexander advised there is not a specific date at this time. Managing Director Steve Schoeffel advised that estimated timeframes are set to be completed in the next 9-12 months.

Director of Operations Melissa Ashford – No Specific Report, she commented that the weather has been keeping operations busy, and thanked Tony Mares in Marketing and the Maintenance team for their work on the Holly Lighted bus this year during the holiday season. The newest run bid has been completed and finalized and will be uploaded to Clever systems. A notable change for this bid was changes to route 14 to include service to Motorheads on Toronto Road.

IV. REPORTS**A. Approval of October 2025 Financial Statements and Cash Disbursements**

Trustee Davsko made a motion to approve the October 2025 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: The committee met last week and discussed the vacancy in Finance and other agenda items.

IT Steering: Trustee Stratton advised the committee met recently to discuss server issues and security issues with the Sangamon County IT Department.

Planning Commission Report: Jason Sass provided updates on various planning commission projects. He advised that safety action plan work continue, a technical meeting is scheduled to occur in January, work continues with Sangamon County grants coordinator for the small grant programs, and planning of FY27 work program is underway as well.

SMTD ADA Advisory Committee Report: No report

V. NEW BUSINESS:**A. Consider Fiscal Year 2025 Corporate Audit**

Chad Lucas from Sikich presented the 2025 Audit and went over highlights and financial statements.

Trustee Hasara made a motion to receive and file the fiscal year 2025 independent financial audit and direct staff to finalize all changes and comply with all filing regulations as appropriate. Trustee Davsko seconded the motion. Passed unanimously.

B. Authorize Annual Renewal for 2026 Membership for Springfield Sangamon Growth Alliance

Managing Director Steve Schoeffel advised that it is a good and necessary investment as SSGA is very impactful to what goes on in the county and the city and a good partnership for SMTD.

Chairman Brewer asked about the financial commitment and Managing director Steve Schoeffel advised it is \$2500 monthly/ \$30,000 annually.

Trustee Doss made a motion to renew 2026 Membership Commitment for the Springfield Sangamon Growth Alliance. Trustee Douglas seconded the motion, and it passed unanimously.

C. Authorize IMRF Benefit Protection Leave for T. Denler

Finance and Administration Director Michelle Alexander explained the IMRF Benefit Leave protection program which allows employees to receive service credit and protects disability and death benefits during an unpaid leave of absence. Employee Terry Denler has requested to purchase 4 months of service time to account for unpaid leave.

Trustee Davsko made a motion to approve the leave of absence for Terry Denler as presented. Trustee Douglas seconded the motion, and it passed unanimously.

D. Consider Bank of Springfield Credit Card Application

Director of Finance , Michelle Alexander presented the Bank of Springfield Credit Card program through Bank of Springfield and pointed out the main advantage is that there is no annual fee.

Trustee Doss made a motion to authorize staff to complete the credit card application and authorize the resolution required for credit card application. Trustee Stratton seconded the motion. Passed on a Roll Call Vote.

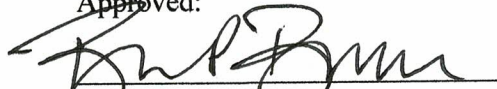
VI. PUBLIC COMMENT

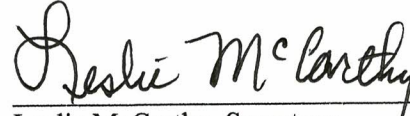
Jane Ford from Friends of Transit commented and wished SMTD a Happy Holiday Season Ron Walker commented and thanked SMTD for broadcasting the monthly board meetings on YouTube. And wished SMTD a Happy Holiday.

VII. ADJOURNMENT

Seeing no further business coming before the Board, Trustee Davsko made a motion to adjourn the open meeting, seconded by Trustee Stratton the meeting adjourned at 5:22PM.

Approved:


Brian Brewer, Chairperson


Leslie McCarthy, Secretary