

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on April 22, 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
Leslie McCarthy	Board Secretary
Wynne Coplea	Trustee
Jerry Doss	Trustee
Sandra Douglas	Trustee

Absent:

Sue Davsko	Vice Chairperson
Karen Hasara	Treasurer

II. APPROVAL OF MINUTES

Trustee Coplea made a motion to approve the minutes of the March 25, 2024, regular meeting of the Board of Trustees, 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. He noted substantial completion in May or June of the lobby and public space. He mentioned he participated in the IPTA board meeting and lobby day. He met with the legislature on Transit in general and funding and he will be following up with legislators in the coming weeks.

Director of Finance and Administration Michelle Alexander shared that the finance department has been working with IDOT on reporting the condition of SMTD facilities and vehicles through the Capital needs assessment. This assessment feeds into the TAM (transit asset management) plan through the state of Illinois and was submitted this month.

She shared the Finance department continues to assist HR with health insurance and benefit carrier/vendor changes that have been ongoing since April. Along with benefit changes, SMTD is also dealing with changes in the reporting system with IMRF for retirement/pension plan.

She mentioned the finance team submitted the annual risk assessment called ICQ and submitted it to IDOT this month. The finance team is working with the commercial insurance broker on next year's quotes for commercial insurance. Other updates shared were that Furniture was installed and digital displays installed downtown at the new transfer center. The admin team met with IPRF regarding loss control mitigation this month. The finance team met with AECOM on April 9th, and they will be presenting plans to the board members later at the meeting today. She mentioned the RFP for On-board video surveillance system that uses automatic Wi-Fi downloading was published on April

18th, and the Competitive Grant application presented last month was submitted. She also mentioned that normally the proposed budget amendments are on April agenda but this year it will be presented to the board next month, it in May, to give more time for ATU contract negotiations and there will be more to come on that at the May Board Meeting.

Director of Operations Melissa Ashford shared ridership is increasing. For fixed route ridership is up 5.5 percent and as a whole ridership is only down 4 percent since covid, and we are excited to see ridership continue to go back up. Other operational updates include: SMTD will begin negotiations with ATU next week and will work with new ATU president Siobhan Webster. Operations is continuing to hire staff and get headcount up for operators. Also, Operations continues to work on RFP for cameras on all buses and several other operational projects.

IV. REPORTS

A. Approval of February Financial Statements and Cash Disbursements

Trustee McCarthy made a motion to approve the January Financial Statements and Accounts Payable Disbursements, seconded by Trustee Coplea the motion passed unanimously.

B. Board Committee Reports:

Finance: No report.

Operations:

Trustee Douglas reported that met on April 15th and talked about Hybrid buses and potential changes in routes.

Administration:

Trustee McCarthy reported the admin committee did meet and had good discussion and engagement and is going well.

IT Steering: No Report

- C. Planning Commission Report:** Jason Sass of the Planning Commission reported that he attended the Earth Awareness Fair and had a good engagement with SMTD and that the event went very well. Jason advised that continuing to move forward with Active Transportation Plan and also focusing on Transportation Improvement program and Curb Your Car Active Transportation Week which will take place May 12-18 this year.

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

V. NEW BUSINESS:**a. AECOM PRESENTATION**

Director of Finance and Administration Michelle Alexander advised that AECOM was contracted to complete a Comprehensive Operations Plan for Secondary transfer hub and Renewable Energy Source options. They met with SMTD April 9th and will be presenting info today to the Board and discussing survey results and Agency Goals. Chelsea, Cole, and Kevin from AECOM are on site to discuss goals and objectives of the kickoff and to make sure board objectives and priorities are met.

Chairman Brewer advised that SMTD wants to drive economic development and that we want to provide partnership but advancing neighborhoods may be hard to quantify.

Chelsea Waterman of AECOM advised overall trying to equate priority of the board in regard to transfer hub vs zero emissions and wanted to rate the priority of the board on planning.

Trustee Doss added that there are several housing communities in the area that we work with on the new technology of hybrid/lower emissions vehicles, routing, and access and that this is a priority.

Chairman Brewer advised that expectations of timeframe are reasonable but want to be cautious in what we are trying to accomplish as we continue to make realistic strides toward low emissions vehicles.

Trustee Doss asked how many low emissions vehicles SMTD has currently. Steve Schoeffel reported that SMTD has 30 diesel buses and 26 CNG buses There are 8 hybrids coming this spring which will replace straight diesel vehicles and bring us closer to low emission fleet. Future grants will provide additional hybrid vehicles to also replace diesel.

AECOM summarized their findings and concluded their presentation.

b. Designate Grants and Procurement Manager DBELO

Director of Finance, Michelle Alexander and staff propose to appoint Ms. Hadley Markiewicz who was hired in March 2024 as Grants and Procurement Manager, as the DBELO for SMTD. The DBELO is responsible for implementing all aspects of the Districts DBE program and must have adequate resources to administer the DBE program. It is a formal designation and has a resolution which will be on file for our next triennial review.

Trustee McCarthy made a motion to approve the designation of Grants and Procurement Manager, Ms. Hadley Markiewicz as DBELO, seconded by Trustee Douglas.

The motion passed unanimously on a roll call vote.

c. Designate IMRF Authorized Agent

Director of Finance Michelle Alexander proposed to appoint HR Manager Ms. Stephanie Riddley as the Authorized Agent for IMRF

Trustee Douglas made a motion to approve the designation of HR manager, Ms. Stephanie Riddley as IMRF Authorized Agent. Trustee McCarthy seconded the motion.

The motion passed unanimously on a roll call vote.

c. Authorization of Curb your Car Week 2024

Managing Director Steve Schoeffel explained that Curb your Car initiative that we have been involved in every year, where SMTD provides free rides all week to riders who ride their bike to the bus, and one day of free fare for all riders. Historically averages around \$1200 of cost and it is a good community initiative and recommends approval of traditional free rides that week.

Trustee Doss made a motion to approve continuation of free rides and Curb your Car week 2024. Trustee Douglas seconded the motion.

The motion passed unanimously.

d. Approval to Update to SMTD Public Transportation Agency Safety Plan (PTASP)

Chief Safety Officer, Melony Lonon advised that updates to agency safety plan require a scheduled review of safety performance targets based on yearly safety data surrounding facilities, injuries, system reliability and general safety events while vehicles are in revenue service. Safety targets provide a means to monitor safety issues and impacts procedural policy changes to minimize future events and track improvements in revenue operations over time. Any updates must be approved by the Board of directors and seeking Board approval to the plan today.

Trustee Coplea made a motion to approve staff recommendation. Trustee McCarthy seconded the motion.

The motion passed unanimously.

e. Approval of proposed FY2025-2028 Transportation Improvement Plan (TIP)

Director of Finance Michelle Alexander advised that this is a 4-year program, updated each year. Where projects are listed as well as potential programs requiring funding for improvements to SMTD. The TIP follows the internal SMTD 5-year plan closely and is published by MPO and satisfies FTA requirements.

Trustee Coplea made a motion to approve proposed FY2025-2028 Transportation Improvement Plan (TIP) and Trustee McCarthy seconded the motion,

The motion passed unanimously on a roll call vote.

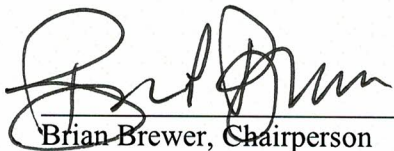
d. PUBLIC COMMENT

Jane Ford commented that it was an interesting AECOM presentation and well wishes for a great 2024 Curb your Car.

e. ADJOURNMENT

Seeing no further business to come before the Board, Trustee McCarthy made a motion to adjourn the meeting, seconded by Trustee Coplea. The meeting adjourned at 5:15 PM.

Approved:



Brian Brewer, Chairperson

Leslie McCarthy, Secretary