

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on January 29, 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
Wynne Coplea	Trustee
Jerry Doss	Trustee
Sandra Douglas	Trustee

Not Present:

Karen Hasara	Treasurer
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II. APPROVAL OF MINUTES

Trustee McCarthy made a motion to approve the minutes of the December 18, 2023, 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 construction progress of the transfer center. He reported that the customer service office, operators' breakroom, and restrooms are nearing completion. Door locks and security cameras continue going through software updates prior to installation and activation. The center furniture is scheduled for delivery the week of February 12. He noted the display monitors for public areas are set be delivered and installed before the end of February. The public area is scheduled to be completed in late March with outside landscaping to follow. Work continues at the South Storage Bus Garage; the walls and roof are almost complete.

Schoeffel informed the board that four new CNG buses have been released into service replacing 4 diesel burning buses to bring the fleet total to 26 CNG. He also noted the addition of 8 new diesel electric hybrids later this spring the fleet will have 34 low emission buses in service.

He reported the purchase of city owned property west of railroad right of way has closed and discussions have begun with the architectural firm regarding development of the new addition.

He noted that there has been considerable interest in the open Human Resources position, interviews will be scheduled, and the goal is to have a candidate in place by the beginning of March.

He reported ridership for Mainline is trending upward and ACCESS Paratransit numbers continue breaking records.

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

Trustee Doss made a motion to approve the November Financial Statements and Accounts Payable Disbursements, seconded by Trustee Coplea. 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 the Active Transportation Plan Committee received four bids from vendors and the next step will be to review and select a consultant for the project. Chairman Brewer inquired about the number of bids received, Jason explained the responses might have been few, however those that responded are local and highly reputable.

D. Disabled Persons Advisory Committee Report: No report.

V. NEW BUSINESS:**a. Consider Designation of IMRF Authorized Agent**

Managing Director Steve Schoeffel explained to board SMTD's pension system, the Illinois Municipal Retirement Fund (IMRF), requires IMRF employers like SMTD to have someone on staff to meet IMRF member needs locally, called an authorized agent. An authorized agent must possess knowledge of IMRF practices and policies to effectively administer SMTD's employer role. With upcoming staff changes, Managing Director Schoeffel would like to designate SMTD Bookkeeper, Marcellette Wiggins, who processes payroll for SMTD, as the Authorized Agent for IMRF.

Trustee Douglas made a motion appointing Marcellette Wiggins as the IMRF Authorized agent for SMTD, seconded by Trustee Douglas. The motion passed unanimously.

b. Consider Declaring Certain Equipment Surplus

Managing Director Steve Schoeffel explained When an asset has reached the end of its useful life benchmark (ULB), the Board must declare that asset as surplus to allow for final disposition. When SMTD upgraded the tough tablets used by SMTD's Paratransit Department in the Access Vans, the old tablets, that are out of their useful life, and now considered surplus. SMTD will work the County IT to remove any SMTD data before disposal.

Trustee Douglas made a motion to prepare equipment declared surplus for final disposition, seconded by Trustee McCarthy. The motion passed unanimously.

c. Consider Authorizing Contract for Employee Assistance Program (EAP) through Memorial Health

Managing Director Steve Schoeffel explained, SMTD offers voluntary, confidential services to employees who need help managing personal difficulties or life challenges, as a workplace benefit by providing counseling services. The EAP program offered through Memorial Health is designed to help resolve personal concerns before they become more serious and difficult to manage while providing access to information and resources. SMTD instituted this benefit program when a need was identified. In the past year, on average, three employees or dependents use this program per month. The fiscal impact of this action involves using operating funds to cover the services. In the first year of the contract, it cost \$80 per visit, but the new contract has an increased rate of \$85 per visit. SMTD considers this price to be fair and reasonable. SMTD first requested this contract renewal in May 2023. The contract was delayed for execution due to the reduction in Memorial Health's workforce, when Memorial experienced layoffs. Memorial Health honored the previous price of \$80 per visit, until the full execution of the contract renewal.

Trustee Doss made a motion to extend a contract renewal to Memorial Behavioral Health for the Employee Assistance Program services, seconded by Trustee Coplea. The motion passed unanimously.

d. Consider SMTD Disabled Persons Advisory Committee Request for Name Change

Managing Director Steve Schoeffel explained the SMTD Disabled Persons Advisory Committee was created by the SMTD Board of Trustees to gather feedback from and regularly communicate with disabled persons in our community. The subject of the meetings was typically the Americans with Disabilities Act (ADA) and areas of SMTD service that could be changed or improved to better serve the community. In their January meeting, the committee discussed and eventually voted to change their name to the SMTD ADA Advisory Committee to be more inclusive and to better describe the purpose and work of the committee.

Since this is a board-created advisory committee, the committee is requesting approval of the name change from SMTD's Board of Trustees.

Trustee McCarthy made a motion to approve the change in name of the SMTD Disabled Persons Advisory Committee to the SMTD ADA Advisory Committee, seconded by Trustee Douglas. The motion passed unanimously.

VI. PUBLIC COMMENT

Resident Ron Walker discussed fixed routes and the website.

VII. 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 4:50 PM.

Approved:



Brian Brewer, Chairperson



Leslie McCarthy, Secretary