

The Board of Trustees of the Sangamon Mass Transit District met in a regular session in the Training Room of the Sangamon Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting was called to order at 4:33 PM by Brian Brewer, Board Chairperson.

I. ROLL CALL

Present:

- | | |
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| Brian Brewer | Chairperson |
| Sue Davsko | Vice Chairperson |
| Karen Hasara | Treasurer |
| Leslie McCarthy | Secretary |
| Wynne Coplea | Trustee |
| Sandra Douglas | Trustee |
| Jerry Doss | Trustee |
| Steve Schoeffel | Managing Director |
| Erik Bush | Director of Finance and Administration |
| Michelle Alexander | Grant & Procurement Manager |
| Russell Reed | SMTD Counsel |

Excused

- | | |
|-----------------|-------------------------------------|
| Melissa Ashford | Director of Operations |
| Jason Sass | Associate Planner, SSCRPC |
| Pete Roberts | Disabled Persons Advisory Committee |

II. APPROVAL OF MINUTES

There were no comments or questions. Trustee Hasara made a motion to approve the minutes of the August 23, 2021, meeting, seconded by Trustee McCarthy. The motion passed unanimously.

III. DIRECTORS REPORTS

Managing Director Schoeffel reported on the implementation of the new fare collection system and relayed to the Board the District continues to work through implementation issues, but noting the overall switch has proven successful, with minor items being worked through with the Implementation Team.

Director Schoeffel advised the Board SMTD began recently advising the public on the District's Transfer Policy. With the implementation of the new fare collection system, transfer abuse and misuse needs clarifying and reinforcing with ridership. The new fare collection system is a rule bound system with pre-set conditions that must be met with transfer media. Ridership is to use a transfer to get from one point to the next, and not from one point to the next, and then back. The return trip requires a new fare per rules set in place per previously established policy.

The temporary transfer center site in use while the new county annex/transfer facility is built has presented issues requiring engineering solutions, and the Intergovernmental Team overseeing the project is collaboratively working together to solve issues as they arise.

Director Schoeffel reviewed SMTD's participation in the recent Illinois Public Transportation Association (IPTA) annual conference. Staff attended many education sessions, including those focused on fleet design and the mix of alternative-fuel, zero-emission vehicles. Taking a long-range view, staff is evaluating the best fit for alt-fuel as market availability of non-diesel engines continues to rise, and their pricing continues to decrease in response to demand.

Director Schoeffel announced as of October 30, 2021, SMTD will no longer offer vaccine incentives, which have been in effect since March 2021. Specific mandates continue to be evaluated.

Finally, fixed-route operator Gary Webster was recognized as Employee of the Month, with Alicia Wilson recognized for the Customer Service Award, and Mateo Sidoli receiving the Innovation Award for his work on the fare collection implementation.

Director Ashford was excused from the meeting.

Director Bush reported final field work for the FY21 corporate audit has been completed and the independent auditor plans to have a draft report for SMTD within the next few weeks.

IV. REPORTS

A. Approval of July Financial Statements and Cash Disbursements

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

B. Board Committee Reports: Finance-Operations-Administration

Finance: Director Bush reported that with the receipt of the draft financial audit for FY21, staff will be meeting with the finance/audit committee to review results, comments, and any findings prior to submission of the final report to the board in December.

Operations: No report.

Administration: No report.

C. Planning Commission Report: No report.

D. Disabled Persons Advisory Committee Report: No Report.

V. NEW BUSINESS**a. Consider Agreement for A&E Services**

Grants & Procurement Manager Alexander reviewed with the board the status of the south storage garage remodel. SMTD originally planned to complete a south storage building remodel project in 2016; however, when the project was put out for bid, the bids were too high, and the project was scaled back. Since that time, SMTD has resumed the remaining task to complete this project. Crawford, Murphy & Tilly ('CMT') was the firm that created the blueprints and issued the design for the project in 2016. A sole source procurement is requested for CMT due to their familiarity, continuity of the project, and cost savings with some preliminary steps already completed by their firm. Staff recommends SMTD enter into an agreement with CMT for design services for the administrative board room remodel not to exceed \$80,000.

Vice Chairperson Davsko sought clarity on the funding for the project in total. Manager Alexander explained the cost of the A&E services will be funded through a federal grant and Director Bush explained funding for the actual structural work has been awarded through the District's Rebuild Illinois grant, Round One.

Trustee Coplea made a motion to accept staff's recommendation and approve sole-source procurement of A&E services, and to direct staff to effect all documents required for a Notice to Proceed. The motion was seconded by Trustee Doss and upon voice vote passed unanimously.

b. Consider Change Order to Genfare Master Agreement

Director Bush explained SMTD entered into a Master Agreement with Genfare, Inc. to implement new fare collection technology. That agreement was executed in May of 2021. Since June, additional purchases to complete the implementation have presented themselves, and procurement rules require costs tied to an implementation require a change order to the underlying Master Agreement. The change order requests an additional \$33,954.00 be added to the Master Agreement. This is to purchase testing equipment for SMTD's repair lab.

Additional to this request, staff also seeks to authorize the Managing Director board provided authority to execute change orders on SMTD's behalf, up to \$50,000, for the remainder of the term of implementation.

Trustee Doss asked if there would be a limit to the number of change orders the Managing Director could execute. Director Bush replied this limits the position to the rules used for Emergency Purchases. Should a change order present itself, staff will ask the board for concurrence per rules in effect. Trustee Hasara made a motion to accept staff's recommendations as discussed. The motion was seconded by Trustee Douglas and passed unanimously.

c. Consider Amended Corporate Procurement Manual

Director Bush explained this was an annual requirement for staff to review and make change recommendations to the board in accordance with any federal procurement rule changes. As a matter of efficiency, staff removed procedure (process steps) from the manual and have limited the scope of the manual to policy matters only. This will allow staff to incorporate changes to any process from guiding circulars into the process in use, per the policies under which purchasing operates. Circulars that guide procurement include 2 CFR 200 and Federal Acquisition Regulation found in FAR Title 48.

Vice-Chair Davsko made a motion to Accept staff's recommendation, seconded by Trustee Coplea. The motion passed unanimously.

VI. PUBLIC COMMENT

Ron Walker thanked the board for their transparency and applauded the efforts of the District to continue to serve the community during the pandemic.

Jane Ford from Friends of Transit requests the District coordinate with City of Springfield Public Works on street upgrades being done using American Rescue Plan money to upgrade streets to help streamline routes that cannot use those streets because of their condition.

VII. CLOSED MEETING

None

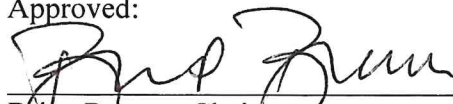
VIII. ADDITIONAL NEW BUSINESS

None

IX. ADJOURNMENT

Seeing no further business to come before the Board, Trustee Coplea made a motion to adjourn the meeting. Trustee McCarthy seconded the motion, and the meeting was adjourned at 5:03 PM.

Approved:


Brian Brewer, Chairperson


Leslie McCarthy, Secretary